

# State of Colorado



Bill Owens  
Governor

Jeffrey M. Wells  
Executive Director

Paul Farley  
Deputy Executive Director

Richard Pennington  
Division Director

Leslie M. Shenefelt  
State Controller

## DPA

Department of Personnel  
& Administration

Division of Finance and Procurement  
State Controller's Office  
1525 Sherman St., Suite 250  
Denver, Colorado 80203  
Phone (303) 866-3281  
Fax (303) 866-4233  
[www.colorado.gov/dpa](http://www.colorado.gov/dpa)

### Alert #160

TO:           Controllers and Chief Fiscal Officers of State Departments  
              And Higher Education Institutions and Boards

FROM:       Leslie M. Shenefelt   
              State Controller

DATE:       September 8, 2005

SUBJECT:    Central Payroll Moving

#### **Scheduled Move Date, address, telephone/fax numbers and e-mail addresses:**

Central Payroll will be moving to our new location two weeks prior to the State Controller's Office move scheduled on September 23, 2005. As of Monday, September 12, 2005, Central Payroll will be located at 633 17<sup>th</sup> Street, Suite 1500. The official address for Central Payroll will be:

State of Colorado  
Central Payroll  
633 17<sup>th</sup> Street, Suite 1500  
Denver, CO 80202

All telephone numbers, fax number and e-mail addresses will remain the same. In addition, telephone number 303-866-3725 will now include voice mail. This number will still include the "0" option for immediate assistance, but if the line is currently busy, your call will automatically be sent to voice mail.

#### **Office Closure:**

Central Payroll's office will be closed on Friday, September 9, 2005 at 12:00 Noon. The office will be open at 8:00 a.m., on Monday, September 12, 2005.

**Mail/Red Bag Time Changes:**

The mail delivery times will be from 9:00-10:00 and 2:00-3:00.

**CHOP's Processing:**

Central Payroll will change their CHOP deadline time to 1:00 p.m. effective September 26, 2005. The CHOP deadline of noon will remain until then. CHOP's or any other paperwork may be picked up at the receptionist area.

**Entrance to Central Payroll's Area:**

Central Payroll will now be behind secure doors. Upon entering the 15<sup>th</sup> floor, you will be greeted by a receptionist. If you are planning to visit Central Payroll, please call in advance and make arrangements with the member of Central Payroll that you will need to see so that they will be at their desks and ready to come and assist you. There will also be a courtesy telephone located in the receptionist waiting area that you will have access to in order to call the person you are here to see directly.

**Building Access:**

You can access the building by using the North, South or West entrances. You will need to use the south elevator in order to reach the 15<sup>th</sup> floor.

**Parking**

There are a number of parking lots and parking meters in the vicinity of 633 17<sup>th</sup> Street. There is also a covered parking garage located across the street just North of the building. The parking garage provides both 1 and 2-hour visitor parking spaces. The fee to park in the garage is \$2.00 for 30 minutes with a maximum fee of \$12.00